Behavioral Health Counselor I

Bargaining Unit: General Unit

Class Code: 4144

Butte County - Class Specification Bulletin

SALARY RANGE

$22.00 - $29.49 Hourly
$1,760.00 - $2,359.20 Biweekly
$3,813.33 - $5,111.60 Monthly
$45,760.00 - $61,339.20 Annually

SUMMARY:

Under general supervision, provides assessment, treatment, counseling and case management to at-risk, mentally ill, developmentally disabled, substance abuse clients.

FLSA: Non Exempt

DISTINGUISHING CHARACTERISTIC:

This is the journey level classification for the Behavioral Health Counselor class series; requires an Associate's degree, and the incumbents are expected to perform a specialized range of counselor functions. If assigned to the department's Substance Use Disorder (SUD) program(s), Certification as a registered substance abuse counselor with an accredited State Alcohol and Drug Program is required. Reports to a Supervisor.

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Carries a caseload of individual clients and client groups who require intervention, testing, evaluation, counseling and guidance; services may be provided in a facility, private home, or clinic setting.
- Screens and evaluates mentally ill persons, persons experiencing life stress, and/or persons with substance abuse; interviews clients to collect personal history.
- Provides casework services to at-risk, mentally ill, developmentally disabled, and substance abuse clients; provides case management services for clients, families and significant others.
- Provides individual and group rehabilitation counseling; develops and implements guidance, counseling and treatment plans; acts as an advocate for individual clients.
- Teaches socialization and coping skills; advises clients of community resources.
- Updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data for management purposes; maintains appropriate records and prepares reports. Documents all services provided within the client's medical record in accordance with Butte County Department of Behavioral Health's practice/policy which meets or exceeds State and Federal regulations.
- Provides information regarding the services of the Behavioral Health Department; provides mental health and/or substance abuse consultation services to specified target groups.
- Consults with professional staff members as needed to develop and implement treatment and guidance programs for individuals and groups.
- Participates in multi-disciplinary team meetings to review client caseload, treatment, concerns, and recommendations; prepares and presents progress reports.
- Assesses cultural and linguistic differences of minority populations; integrates follow-up care with existing indigenous services or resources, and provides language interpretation services as needed.
- Assists in planning outreach programs; talks to community groups regarding program services.
- Provides training for co-workers, health staff, community groups, and other agencies, as requested.
- Supports the relationship between Butte County and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and other employees.
- Interacts and provides services to clients in a manner consistent with the Recovery Model and its principles which are: that each individual is unique, is entitled to be treated with dignity and respect, and recognizes and acknowledges consumers rights to make their own decisions.
- Performs other related duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:
- Knowledge of county, state and federal laws, statutes, rules, ordinances, codes and regulations.
- Knowledge of county and department's policies and procedures.
- Knowledge of counseling techniques and procedures, and professional rules of conduct.
- Knowledge of fundamentals of client behavior, psychiatric procedures, and mental hygiene.
- Knowledge of local community resources and various community services programs.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in assessing, analyzing, identifying issues, and recommending solutions to problems.
- Skill in assessing and evaluating behavioral health problems, and making recommendations based on observations and interviews.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other county employees and representatives from other city, county, state and federal agencies.
- Skill in operating a personal computer utilizing a variety of business software.
**MINIMUM REQUIREMENTS-EDUCATION, CERTIFICATIONS AND LICENSES:**

- Associate's degree in Social or Behavioral Sciences, or a related field: AND
- Two (2) years behavioral or social services counseling experience, or an equivalent combination of education and experience. A Bachelor's degree may be substituted for the required two (2) years experience.
- OR
- Certification as a registered substance abuse counselor with an accredited State Alcohol and Drug Program organization; AND
- Two (2) years behavioral or social services counseling experience, or an equivalent combination of education and experience. A Bachelor's degree may be substituted for the required two (2) years experience.
- If appointed to the department's SUD programs, Certification as a registered substance abuse counselor with an accredited State Alcohol and Drug Program organization is required.
- Valid State of California driver's license may be required.

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:**

- Working conditions are various home and health clinic settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Must work with a manipulative and clinically challenging client population; must be able to maintain professional composure and effectiveness.

**EQUIPMENT AND TOOLS UTILIZED:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.